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*State Budget and Control Board*  
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SAMUEL L. WILKINS  
DIRECTOR

**MEMORANDUM**

TO: Human Resources Directors of Agencies, Departments, Institutions, Boards, and Commissions

FROM: Samuel L. Wilkins, Director  
Office of Human Resources

DATE: December 13, 2006

SUBJECT: Agency Head Pay Increase Effective Date

Yesterday, the Budget and Control Board approved salary increases for agency heads. This e-mail is to serve as the first notification with an official memorandum to follow. All increases will be effective the first pay date on or after January 1, 2007. For those agencies on the Comptroller General's payroll, please enter the payroll effective date as December 2, 2006 so that the increase is reflected in the January 2, 2007 paycheck. When keying the increase into HRIS, please use the following code: Salary Reason Code - "03" – General Increase. If you have any additional questions, please contact your consultant.